



City of Balcones Heights Police Department

John Jahanara, Chief of Police



The Mission of the Balcones Heights Police Department is to provide the community with a safe and fear free environment in which to live, work and play and to do so with an emphasis on **P R I D E** - Professionalism, Respect, Integrity, Dedication and Excellence.

JOB POSTING – FULL-TIME POLICE OFFICER

DATE POSTED: October 12, 2021

CLOSING DATE: October 25, 2021

OPEN TO: Any active Texas Peace Officer, with less than one (1) year break in service prior to applying for employment; or successful completion of the Basic Peace Officer course and is eligible for licensing at the time of application.

The Department is currently hiring a full-time police officer. This job announcement is open to all current Texas Peace Officers. If you are interested in this position, please submit a letter of intent and a completed Personal History Statement to Lieutenant Rudy Acuña (racuna@bhtx.gov) **no later than Monday, October 25, 2021 at 1700 hours.**

Applicants will take a written test and physical agility test. After successful completion of testing, applicants will be evaluated by a Review Board. The Board will then make a recommendation to the Chief of Police.

JOB DESCRIPTION

Position Title: Police Officer

Immediate Supervisor: Police Sergeant

Position Summary: The Officer serves as the renderer of basic community police services to include the reduction of crime through a timely response to citizen's requests for service and the effective and efficient enforcement of federal, state, and local laws as well as municipal ordinances.

Responsibilities:

- Reports to work on time with all necessary duty gear
- Supports departmental goals and objectives through pro-active community policing
- Responds to all citizen requests for services
- Initiates lawful arrests for violations of state and federal laws, as well as municipal ordinances, and maintains custody of arrested persons until incarcerated
- Patrols and reduces the fear of crime through visibility in the community, identifying and handling problems encountered through on-site activities
- Engages in traffic enforcement activities through the use of written and verbal warnings, Citations, or Summons, and handles the investigation of traffic accidents, and direction of traffic under emergency situations
- Investigates suspicious persons, vehicles, and circumstances
- Conducts preliminary investigations of assigned calls and prepares written reports by end of shift, unless otherwise approved by the on-duty supervisor
- Testifies in court when necessary
- Initiates and maintains positive contacts to enhance Department's image



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- Provides general information to citizens upon request
- Utilizes problem-solving techniques to assist the community and citizens
- Performs other assignments and special projects as assigned.

BHPD BENEFITS & PAY

Uniform Allowance: (\$800 per year) – The City shall provide each probationary officer with an Eight Hundred Dollar (\$800) allowance at the time of hiring to acquire the approved uniforms and equipment. The City shall pay each current non-probationary officer Four Hundred Dollars (\$400) twice per year.

Language Skills Pay: (\$520 per year) – Each officer shall be entitled to Language Skills Pay upon satisfactory completion of testing and certification in a language approved by the City. The standard pay is currently \$520 per year.

FTO Pay: (\$600 per year) – Any officer appointed by the Chief to be an FTO will be paid Fifty Dollars (\$50) per month in addition to their base salary and other compensation provided by the CBA. This additional benefit shall be applicable at all times, not merely when the officer is actually engaged in training.

Shift Differential: (\$1,300 per year) – Any officer assigned to the second patrol, or evening patrol shift (which currently is 2pm to 10 pm) shall be paid a shift differential of Fifty Dollars (\$50) per pay period. Any officer working the third patrol, or graveyard patrol shift (which currently is 10pm to 6am) shall be paid a shift differential of Fifty Dollars (\$50) per pay period.

COLA – In each fiscal year in which the CBA is effective, officers will receive a cost of living adjustment (COLA) in an amount equal to the maximum COLA approved by City Council for any employee of the City of Balcones Heights. No COLA shall exceed four percent (4%) to any employee of the City or officer in any year.

Holiday Pay – There are no fewer than ten (13) City holidays each year. An officer assigned to shift work who is required to work on an official holiday will be paid for twelve (12) additional hours if the officer’s shift is eight (8) hours.

Base Pay – This number does not reflect additional monies earned through education pay, shift differential, or other specialty pays. **Pay Grade 25 - \$46,545 Annually (\$22.38 hourly).**

Leave – Vacation and Sick Leave – New officers will be eligible for paid vacation and sick leave at the accrual rate of four (4) hours per pay period.

Health Insurance – The city will pay the premium for individual coverage of all officers under its employee group health and life insurance programs. Officers become eligible for the programs on the first day of the month after the month they started employment. Officers may enroll eligible family members in the program by paying the full cost of their coverage by payroll deduction.



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Retirement – The City participates in the Texas Municipal Retirement System (TMRS) and has elected to a 20-year retirement plan at the current contribution rate of 7% / 2:1 match.

Certification/Education Pay:

Years of Service with BHPD	Hire Date to 5th Anniversary	5th Anniversary to 10th Anniversary	10th Anniversary to 15th Anniversary	15th Anniversary and beyond
Intermediate Certificate or Associates Degree	\$910/year	\$1,170/year	\$1,430/year	\$1,690/year
Advanced Certificate or Bachelor's Degree	\$1,560/year	\$1,820/year	\$2,080/year	\$2,340/year
Master Certificate or Master's Degree	\$2,110/year	\$2,370/year	\$2,630/year	\$2,890/year

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